

15 FAM 770 **REQUIRED PROCEDURES AND** **GUIDELINES**

(CT:OBO-9; 06-26-2006)
(Office of Origin: OBO)

15 FAM 771 GUIDELINES ON IDENTIFYING **AND PRESERVING ANTIQUES, WORKS OF** **ART, AND OTHER CULTURAL HERITAGE** **OBJECTS**

15 FAM 771.1 Identification

(CT:OBO-9; 06-26-2006)
(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. **Appraisals:** The Curatorial Services Program staff of the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) conducts professional appraisals at posts with significant collections of antiques, works of art, and other cultural heritage objects. The program staff *serves* as the contracting officer's representative (COR) for appraisal contracts.
- b. **Documentation:** Whenever possible, post property management officers must provide the Curatorial Services Program staff with copies of the following records:
 - (1) Names of artists or makers;
 - (2) Historic associations and biographies;
 - (3) Donor letters;
 - (4) Bills of sale with purchase dates and sources;
 - (5) Annotations regarding related published information; and
 - (6) Photographs.

Posts *must* maintain originals of these records. The program staff will provide posts with additional information to support their *maintenance and preservation*.

- c. **Inventories:** Posts must inventory antiques, works of art, and other

cultural heritage objects annually, paying particular attention to the condition assessment (see [15 FAM 736.1](#)).

15 FAM 771.2 Preservation

(CT:OBO-9; 06-26-2006)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. **Maintenance:** Posts must follow the specific guidance *of* the Curatorial Services Program staff of the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) concerning the placement, routine care, activities to monitor the environment, and moving and storage of antiques, works of art, and other cultural heritage objects.
- b. **Conservation:** Property management officers must report damage or deterioration of antiques, works of art, and other cultural heritage objects to the Curatorial Services Program. Posts should not attempt to remedy a problem without prior approval. *The* program staff *must* provide direction for selecting qualified professionals, soliciting bids, evaluating treatment proposals, and ensuring satisfactory project completion.

15 FAM 772 PROCEDURES FOR ANNUAL INVENTORIES

15 FAM 772.1 State Department

(CT:OBO-9; 06-26-2006)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. Nonexpendable property application (NEPA) and non-NEPA reporting posts *must follow the* general reporting requirements *noted below*:
 - (1) *If there is* no change in occupant, in the year following a complete inventory, the household inventory submission can *consist* of changes in the condition of items and additions, deletions, or other changes. If *there are* no changes, *the occupant or property management officer must* submit a memorandum to the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) to that effect;
 - (2) *Posts must conduct and submit* complete representational inventories *each year*, except kitchenware, and antiques, works of art, and other cultural heritage object inventories;
 - (3) Posts must report lost or missing items from the previous inventory

- on Form DS-132, Property Disposal Authorization and Survey Report. The accountable property officer (APO) and resident *must sign inventories* (see [15 FAM](#) Exhibit *772A*, Form DS-4009, Occupant Certification);
- (4) Annual inventories should *contain* a complete description of all items, *i.e.*, manufacturers, sizes, patterns, colors, conditions, acquisition costs, purchase dates, and appraised values and appraisal dates for antiques, works of art, and other cultural heritage objects, with items listed by building and room location;
 - (5) Annual inventories consist of three reports:
 - (a) **Household inventories** (furniture and/or furnishings). See [15 FAM](#) Exhibit *772B*, Sample Household Inventory of Residences with Representational Furniture and Furnishings (do not include Art in Embassies items);
 - (b) **Representational inventories** (china, glassware, flatware, hollowware, kitchenware). See [15 FAM](#) Exhibit *772C*, Form DS-1958, Inventory Report; and
 - (c) **Antiques, works of art, and other cultural heritage objects inventories** (if applicable).
 - b. For *OSM categories 1 and 2* posts, when the occupant changes in representational residences, post must conduct and submit a new inventory. In succeeding years, post may copy initial inventories, make corrections, have the responsible person sign, and submit the inventories to the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) by November 1.
 - c. OBO/PE/IF will not process requests for additional items *for representational residences within a country, including ambassador, DCM, CG, PO, and USINT PO, until receipt of current inventories.*

15 FAM 772.2 USAID Mission Director Residences

(CT:OBO-9; 06-26-2006)
(USAID Only)

- a. USAID missions must submit to the Overseas Management Support Office in the Bureau for Management, USAID/Washington (USAID/W - M/OMS) an annual inventory of all U.S. Government-owned property in the mission director's residence. *Conduct inventories as of September 30* and include all nonpersonal furniture, furnishings, appliances, and equipment (FFA&E), property on loan from other agencies, security equipment, and installed equipment. *Forward inventories by November 10.* Regardless of funding source, the total value of FFA&E *must* not

exceed \$40,000.

- b. In calculating the total inventory value subject to the limitations, exclude built-in cabinets and clothes closets, installed equipment (hot water heaters, cooling and heating units, generators, etc.), and packing, crating, and shipping costs. Also exclude chinaware, glassware, silverware, kitchen utensils, and linens as listed in [15 FAM](#) Exhibit 732A. However, *do not exceed* maximum quantities listed. Limits are also established on appliances and/or equipment at Part *J* of the exhibit. Items listed at Part *J* of the exhibit are included in the limitation. *Exclude* draperies if there is a post drapery policy in place and the residence *complies* with that policy. Each USAID mission director *must* submit the following signed certificate to USAID/W - M/OMS by November 10:

I certify that the total inventory value (original acquisition cost) of all U.S. Government furniture, furnishings, and equipment assigned to and/or located in my official representational quarters as of September 30, 20__, did not exceed \$40,000.

15 FAM 773 ART IN EMBASSIES PROGRAM REQUIREMENTS

(CT:OBO-9; 06-26-2006)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. **Responsibilities:** The Art in Embassies Program Division in the Operations and Maintenance Office of the Bureau of Overseas Buildings Operations (OBO/OM/ART) arranges *exhibitions of loaned or donated works of art*; assembles, crates, and ships the works of art to post; and *procures* the fine arts insurance *coverage*. The regional bureau funds packing and shipping costs. Post and the ambassador *must* follow the exact instructions of the *lenders* and OBO/OM/ART for the care, handling, and safekeeping of the works of art. The ambassador must *observe* the terms of the loan agreement and the return of the works of art. (See [6 FAM](#) 221.2-10 for employee responsibilities related to personal property and [6 FAM](#) 221.3-2, paragraph c, for penalties for noncompliance.)
- b. **Receiving art:**
 - (1) Before arrival *of the works of art*, OBO/OM/ART *cables post* a detailed inventory and instructions for unpacking and handling the works of art. Comprehensive information concerning care and safekeeping *follows in a separate cable*;
 - (2) *In residences that have been designated by OBO as historic or culturally significant, special care must be taken to avoid damaging*

historic or high-value wall surfaces, finishes or architectural elements. Repairs to these surfaces can be expensive and difficult to accomplish. Post and OMO/ART share the responsibility for ensuring that historic building fabric is not damaged by OMO/ART installations, and post has sole responsibility for guarding against damage from non-OMO/ART installations. Any proposal to mount art directly to walls that may fall into this category must be approved in advance, in writing, by the Project Execution Office's Residential Branch in the Interiors and Furnishings Division (PE/IF/RD) and the Architectural Design Branch in the Design and Engineering Division (PE/DE/ADB) of the Bureau of Overseas Buildings Operations.

- c. **Preservation of shipping materials:** *Post must retain* shipping crates and packing material in a climate-controlled area, preferably at the ambassador's residence *or in a post climate-controlled warehouse*, for the eventual return of the works of art.
- d. **Safeguarding art during display:** *Post should place* works of art away from the flow of traffic. OMO/ART monitors the location and condition *of the works of art* at post, *including climate control. OMO/PE/DE will be notified by OMO/ART whenever deficient climate conditions exist. Art will not be hung while these conditions exist. Post must contact OMO/ART before cleaning or moving the works of art. For any renovation or repair near the works of art, post must request moving and storage instructions from OMO/ART.*
- e. **Return of art:** *Post* must *pack* and *ship art* to the Department under the ambassador's recognizance. OMO/ART provides complete instructions *to post. Post must return* the works of art prior to the ambassador's final departure from post. A U.S. citizen employee must supervise all packing.
- f. **Art at posts in crisis:** Art is subject to recall by OMO/ART with clearance by the regional bureau executive director. If a post is in crisis, OBO can only offer art from the U.S. Government-owned (GO) collection.
- g. **Publications:** *OBO/ART funds and prints a small, full-color publication for the art exhibition. The publication serves as a public diplomacy tool for post, documents the exhibition, promotes the artists, and acknowledges the generosity of lenders. OMO/ART determines the format, design, content, and serves as liaison with the printer. See Art in Embassies: Publications and Printing Guidelines for further information.*
- h. **American artists abroad:** *Depending on the availability of funding, OMO/ART selects about 10-12 artists per year to visit the post(s) where their art is exhibited. Artists conduct short-term programs with local audiences. OMO/ART funds travel, lodging, meals, incidentals,*

and other expenses.

15 FAM 774 USAID PROCUREMENT REQUIREMENTS

(CT:OBO-9; 06-26-2006)

(USAID Only)

- a. All USAID missions *must* cable or email an acquisition plan for all representational items (china, glassware, hollowware, flatware, kitchen utensils, and cookware kits) to the Overseas Management Support Office in the Bureau for Management, USAID/Washington (USAID/W - M/OMS) for approval. Upon approval, USAID missions *must* submit requests for representational items to USAID/W - M/OMS for ordering. USAID/W - M/OMS is the authorized ordering activity for *these representational items*. USAID missions *must not order* these items directly from vendors. This policy *ensures* the worldwide standardization of tableware settings and kitchen/cookware items. Missions *should* procure other types of items such as bed and bath linens, blankets, table linens, and kitchenware directly from vendors. *USAID/W - M/OMS must approve* any deviation from the authorized representational item list (see Exhibit 732A).
- b. USAID missions may order household furniture from the Department of State Residential Furniture Contract or directly from other sources (such as local or third-country purchase). *When ordering through USAID/W - M/OMS, use* the cable format *and* instructions in the Residential Furniture Contract Price List.
- c. *USAID missions must not use* appropriations *or* trust funds to buy, transport, install, or repair videotape machines, televisions, or swimming pool equipment for residential quarters.
- d. In residential quarters, *USAID missions should use* colors and fabrics suitable to several occupants. USAID missions should *also* establish a mission *ranking* or specify in their housing handbook a time period and conditions for replacement, refinishing, and reupholstering, with four years a typical minimum.
- e. *Base the* type and quantity of furniture, furnishings, appliances, and equipment (FFA&E), except for mission directors, on the size and composition of the family, not size of quarters. *USAID may issue additional FFA&E for* residences with unusually large living rooms and/or one guest room.
- f. *Prior to* or *during* phase-down posture, *a mission must hold* procurement to the absolute minimum.

15 FAM 775 THROUGH 779 UNASSIGNED

15 FAM EXHIBIT 772A
FORM DS-4009
OCCUPANT CERTIFICATION
(CT:OBO-9; 06-26-2006)



U.S. Department of State

OCCUPANT CERTIFICATION

POST: _____

OFFICIAL RESIDENCE: _____

INVENTORY TAKEN BY: _____
SIGNATURE

DATE (mm-dd-yyyy)

ADMIN SECTION: _____
SIGNATURE

DATE (mm-dd-yyyy)

OCCUPANT CERTIFICATION

I acknowledge receipt of the property listed in this inventory. Except for normal wear and tear and circumstances beyond my control, I accept financial responsibility for damage or loss of property caused by me or members of my household. It is understood that the extent of my liability for damages or lost property will be determined by a Property Survey Board.

SIGNATURE

DATE (mm-dd-yyyy)

DS-4009
07-2002

15 FAM EXHIBIT 772B

SAMPLE HOUSEHOLD INVENTORY OF RESIDENCES WITH REPRESENTATIONAL FURNITURE AND FURNISHINGS

(CT:OBO-9; 06-26-2006)

USE THIS FORMAT IF POST DOES NOT HAVE NONEXPENDABLE
PROPERTY APPLICATION (NEPA) CAPABILITIES.

HOUSEHOLD INVENTORY REPORT*

POST:	ANTANANARIVO	OCCUPANT:	AMBASSADOR
PROPERTY NO.:	X01001	DATE:	JULY 1, 2004
ROOM LOCATION:	DINING ROOM		

INVENTORY NUMBER	ITEM AND DESCRIPTION	E-EXCELLENT	COST	YEAR
		G-GOOD		
		F-FAIR		
		P-POOR		
E27.4	1 TABLE, END - 1 DRAWER W/SHELF, 24"X30"X20"H, DARK WOOD FINISH	F	80.00	1995
E29-6 TO E29-26	20 DINING CHAIRS - BLOND WOOD, UPHOLSTERED SEAT AND BACK, RED/GREEN STRIPE	18-G 2-P	60.00	1995
E30.7	1 PR. DRAPERY, OFF-WHITE, ROUGH TEXTURE W/LINING. CURVED VALANCE (PELMET) W/BEIGE/GREEN FRINGE	G	UNK	1994
E30.9	1 RUG - 12'X18', BEIGE W/CARVED BORDER W/UNDERLAY (PAD) (or) CARPET - WALL-TO-WALL, BEIGE	G	UNK	UNK
E27.8	2 LAMPS, CHINESE VASE, RED FLORAL, 27" HIGH; SHADE: WHITE SILK, 27" ACROSS TOP, 28" BOTTOM, 18" SIDE HEIGHT	G F	80.00 50.00	1997 1997

(* Hypothetical Numbers)

15 FAM EXHIBIT 772C

FORM DS-1958

INVENTORY REPORT

(CT:OBO-9; 06-26-2006)

This form is available from the DIR web site

CAMUSSO INVENTORY REPORT								
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: (mm-dd-yyyy) _____		
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."								
PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	[*****]		OBO USE ONLY		*****
						RETURNED	SENT	DATE (mm-dd-yyyy)
TEASPOON	64 201							
PLACE KNIFE (D/L)	64 202							
PLACE FORK (LUNCHEON)	64 203							
PLACE SPOON (DESSERT)	64 204							
DINNER KNIFE	64 205							
DINNER FORK	64 206							
CREAM SOUP SPOON	64 207							
SALAD FORK - INDIVIDUAL	64 208							
BUTTER SPREADER - HH	64 209							
COFFEE SPOON (DESSERT)	64 210							
ICED BEVERAGE SPOON	64 211							
FISH FORK - INDIVIDUAL	64 212							
FISH KNIFE - INDIVIDUAL	64 213							
STEAK KNIFE - INDIVIDUAL	64 214							
TEA FORK	64 215							
DESSERT FORK	64 216							
BUTTER SPREADER - FH	64 217							
SERVING PIECES								
TABLESPOON-REGULAR	64 214							
TABLESPOON-PIERCED	64 215							
COLD MEAT FORK-REGULAR	64 216							
GRAVY LADLE	64 217							
PIE/CAKE SERVER	64 218							
SALAD SET	64 219							
ROAST CARVING FORK	64 220							
ROAST CARVING KNIFE	64 221							
TOMATO SERVER (PLAT)	64 222							
SUGAR SHELL	64 224							
SALAD/MEAT FORK-LARGE	64 225							
SALAD/BERRY SPOON	64 226							
FISH SERVING FORK - LG.	64 227							
FISH SERVING KNIFE - LG.	64 228							
STEAK CARVING KNIFE	64 232							
PUNCH LADLE	64 233							
CASSEROLE SPOON	64 234							
MEAT FORK-LARGE	64 235							
STEAK CARVING FORK	64 236							
ICE CREAM SPOON	64 237							
BUTTER SERVING KNIFE	64 238							
CAKE SLICER	64 239							
TABLESPOON - LARGE	64 240							
* Due to the size of the Ice Cream Spoon (237), this should be considered a place setting piece.								
Certified Correctly: _____		Signature _____		Title _____		Date (mm-dd-yyyy) _____		

DS-1958
07-2002

Page 1 of 12

GRAND COLONIAL INVENTORY REPORT									
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: (mm-dd-yyyy) _____			
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."									
PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	[*****]		OBO USE ONLY		*****	
						RETURNED	SENT	DATE (mm-dd-yyyy)	
TEASPOON	64301								
PLACE KNIFE (D/L)	64302								
PLACE FORK (D/L)	64303								
PLACE SPOON (DESSERT)	64304								
DINNER KNIFE	64305								
DINNER FORK	64306								
CREAM SOUP SPOON	64307								
SALAD FORK - INDIVIDUAL	64308								
BUTTER SPREADER - RH	64309								
COFFEE SPOON (DESSERT)	64310								
ICE BEVERAGE SPOON	64311								
FISH FORK - INDIVIDUAL	64312								
FISH KNIFE - INDIVIDUAL	64313								
STEAK KNIFE - INDIVIDUAL	64323								
ICE CREAM FORK	64329								
BUTTER SPREADER - LH	64333								
SERVING PIECES									
TABLESPOON - REGULAR	64314								
TABLESPOON - PERCED	64315								
COLD MEAT FORK - REGULAR	64316								
GRAVY LADLE	64317								
PIE/CAKE SERVER	64318								
SALAD SET	64319								
ROAST CARVING FORK	64320								
ROAST CARVING KNIFE	64321								
TOMATO SERVER (FLAT)	64322								
SUGAR SHEL	64324								
SALAD SERVING FORK	64325								
SALAD SERVING SPOON	64326								
FISH SERVING FORK - LG.	64327								
FISH SERVING KNIFE - LG.	64328								
CAKE KNIFE	64330								
BUTTER SERVING KNIFE	64331								
BREAD KNIFE	64332								
Certified Correct by: _____ Signature _____ Time _____ Date (mm-dd-yyyy) _____ DS-1958 Page 2 of 12									

MARIE LOUISE INVENTORY REPORT							
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: (mm-dd-yyyy) _____	
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."							
PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	[***** OBO USE ONLY RETURNED SENT DATE (mm-dd-yyyy)]			
TEASPOON	64401						
PLACE KNIFE (D/L)	64402						
PLACE FORK (D/L)	64403						
PLACE SPOON (DESSERT)	64404						
DINNER KNIFE	64405						
DINNER FORK	64406						
CREAM SOUP SPOON	64407						
SALAD FORK - INDIVIDUAL	64408						
BUTTER SPREADER - HH	64409						
COFFEE SPOON (DESSERT)	64410						
ICED BEVERAGE SPOON	64411						
FISH FORK - INDIVIDUAL	64412						
FISH KNIFE - INDIVIDUAL	64413						
STEAK KNIFE - INDIVIDUAL	64423						
CHILD'S FORK/DESSERT	64425						
ICE CREAM FORK/SPOON	64430						
BUTTER SPREADER - RH	64436						
SERVING PIECES							
TABLESPOON - REGULAR	64414						
TABLESPOON - PERCED	64415						
COLD MEAT FORK - REGULAR	64416						
GRAVY LADLE	64417						
PIE/CAKE SERVER	64418						
SALAD SET	64419						
ROAST CARVING FORK	64420						
ROAST CARVING KNIFE	64421						
TOMATO SERVER (PLAT)	64422						
SUGAR SHELL	64424						
SALAD/MEAT FORK - LARGE	64425						
SALAD/BERRY SPOON	64426						
FISH SERVING FORK - LG.	64427						
FISH SERVING KNIFE - LG.	64428						
PUNCH LADLE	64431						
CASSEROLE SPOON	64432						
PASTRY SERVER	64433						
BUTTER SERVING KNIFE	64434						
CAKE KNIFE	64435						
Certified Correctly: _____		Signature _____		TIME _____		Date (mm-dd-yyyy) _____	

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EMBASSY SCROLL INVENTORY REPORT									
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: {mm-dd-yyyy} _____			
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."									
PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	[***** OBO USE ONLY *****]		*****			
				RETURNED	SENT	DATE {mm-dd/yyyy}			
TEASPOON	64501								
PLACE KNIFE (D/L)	64502								
PLACE FORK (D/L)	64503								
PLACE SPOON (DESSERT)	64504								
DINNER KNIFE	64505								
DINNER FORK	64506								
CREAM SOUP SPOON	64507								
SALAD FORK - INDIVIDUAL	64508								
BUTTER SPREADER - HH	64509								
COFFEE SPOON (B-NITA SSE)	64510								
COLD BEVERAGE SPOON	64511								
FISH FORK - INDIVIDUAL	64512								
FISH KNIFE - INDIVIDUAL	64513								
STEAK KNIFE - INDIVIDUAL	64523								
SERVING PICES									
TABLESPOON - REGULAR	64514								
TABLESPOON - PERCED	64515								
COLD MEAT FORK-REGULAR	64516								
GRAVY LADLE	64517								
PIE/CAKE SERVER	64518								
SALAD SET	64519								
ROAST CARVING FORK	64520								
ROAST CARVING KNIFE	64521								
TOMATO SERVER	64522								
SUGAR SHELL	64524								
SALAD/MEAT FORK-LARGE	64525								
SALAD SERVRY SPOON	64526								
FISH SERVING FORK - LG.	64527								
FISH SERVING KNIFE - LG.	64528								

Certified Correctly: _____ Title _____ Date {mm-dd-yyyy} _____
Signature

SILVERPLATE (Page 1) INVENTORY REPORT								
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: (mm-dd-yyyy) _____		
<p>***INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."*</p> <p>***NOTE: SUBMIT A SEPARATE INVENTORY FOR EACH PATTERN OF SILVERPLATE PLATWARE.</p>								
PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	PATTERN/VENDOR	*****	OEO USE ONLY	*****	DATE (mm-dd-yyyy)
						RETURNED	SENT	
TEASPOON	64801							
PLACE KNIFE (D/L)	64802							
PLACE FORK (LUNCHEON)	64803							
PLACE SPOON (DESSERT)	64804							
DINNER KNIFE	64805							
DINNER FORK	64806							
CREAM SOUP SPOON	64807							
SALAD FORK - INDIVIDUAL	64808							
BUTTER SPREADER - RH	64809							
BUTTER SPREADER - LH	64810							
COFFEE SPOON (DESSERT)	64811							
ICED BEVERAGE SPOON	64812							
FISH FORK - INDIVIDUAL	64813							
FISH KNIFE - INDIVIDUAL	64814							
SERVING PIECES								
TABLESPOON - REGULAR	64815							
TABLESPOON - RERGED	64816							
COLD MEAT FORK-REGULAR	64817							
GRAVY LADLE	64818							
SOUP LADLE	64819							
PIE/CAKE SERVER	64820							
SALAD SET	64821							
ROAST CARVING FORK	64822							
STEAK CARVING FORK	64823							
ROAST CARVING KNIFE	64824							
STEAK CARVING KNIFE	64825							
TOMATO SERVER (PLAT)	64826							
STEAK KNIFE INDIVIDUAL	64827							
SUGAR SHELL	64828							
SALAD/MEAT FORK-LARGE	64829							
SALAD BERRY SPOON	64830							
FISH SERVING FORK - LG.	64831							
FISH SERVING KNIFE - LG.	64832							
TEA FORK	64833							
CASSEROLE SPOON	64834							
PUNCH LADLE	64835							
BUTTER SERVING KNIFE	64836							
CAKE KNIFE/SLICER	64837							

Certified Correctly: _____	_____ Time	_____ Date (mm-dd-yyyy)
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SILVERPLATE (Page 2) INVENTORY REPORT								
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: (mm-dd-yyyy) _____		
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY." *NOTE: SUBMIT A SEPARATE INVENTORY FOR EACH PATTERN OF SILVERPLATE PLATWARE.								
PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	PATTERN/VENDOR	***** OBO USE ONLY RETURNED	SENT	***** DATE (mm-dd-yyyy)	
ICE CREAM FORK	64834							
ICE CREAM SPOON	64835							
PASTRY SERVER	64837							
FRUIT KNIFE	64841							
COCKTAIL/OYSTER FORK	64842							
CHEESE KNIFE	64843							
CHEESE SERVER	64844							
GRAPEFRUIT/MELON SPOON	64845							
SALT SPOON	64846							
OLIVE/PICKLE FORK	64847							
BUTTER PICK	64848							
LEMON FORK	64849							
SUGAR TONGS	64850							
BON BONNUT SPOON	64851							
JELLY SERVER	64852							

Certified Correct by: _____ Signature _____ Title _____ Date (mm-dd-yyyy) _____

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GLASSWARE
INVENTORY REPORT

POST: _____ RESIDENCE: _____ BUILDING NO. _____ DATE (mm-dd-yyyy) _____

INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF GLASSWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."

CRESTED	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	REMARKS
WATER GOBLET	62701			
CHAMPAGNE	62702			
SHERBET	62703			
RINGER BOWL	62704			
RINGER BOWL PLATE	62705			
RED WINE	62706			
WHITEWINE	62707			
COGNAC	62708			
SHERRY	62709			
POOTED ICED TEA	62710			
BRANDY SNIFTER	62711			

UNCRESTED	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	REMARKS
WATER GOBLET	62712			
CHAMPAGNE	62713			
SHERBET	62714			
RINGER BOWL	62715			
RINGER BOWL PLATE	62716			
RED WINE	62717			
WHITEWINE	62718			
COGNAC	62719			
SHERRY	62720			
POOTED ICED TEA	62721			
HIGHBALL	62722			
OLD FASHIONED	62723			
MEDIUM TUMBLER	62724			
COCKTAIL	62725			
ON THE ROCKS	62726			
BRANDY AND SODA	62727			
BRANDY SNIFTER	62728			
TULIP CHAMPAGNE	62901			
RED WINE, ALL PURPOSE	62906			

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CHINAWARE INVENTORY REPORT				
POST: _____		RESIDENCE: _____		BUILDING NO. _____ DATE (mm-dd-yyyy) _____
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF CHINAWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
CRESTED	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	REMARKS
SERVICE PLATE COBALT BLUE	61601			
DINNER PLATE	61602			
ENTREE PLATE	61603			
SALAD/DESSERT PLATE	61604			
BREAD AND BUTTER PLATE	61605			
TEACUP	61606			
SAUCER FOR TEACUP	61607			
DEMITASSE CUP	61608			
SAUCER FOR DEMITASSE CUP	61609			
CREAM SOUP CUP	61610			
SAUCER FOR CREAM SOUP CUP	61611			
CEREAL/FRUIT DISH	61612			
PLATTER - 15-1/4"	61613			
SOUP/PASTA PLATE	61614			
CHOP DISH (ROUND) 13"	61615			
SALAD BOWL (ROUND)	61616			
SAUCEBOAT (GRAVY BOAT)	61617			
VEGETABLE BOWL (OV AL)	61618			
SUGAR BOWL	61619			
COVER FOR SUGAR BOWL	61620			
CREAMER	61621			
BEVERAGE SERVER (COFFEE/TEA)	61622			
COVER FOR BEVERAGE SERVER	61623			
UNCRESTED	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	REMARKS
DINNER PLATE	61624			
ENTREE PLATE	61625			
SALAD/DESSERT PLATE	61626			
BREAD AND BUTTER PLATE	61627			
TEACUP	61628			
SAUCER FOR TEACUP	61629			
DEMITASSE CUP	61630			
SAUCER FOR DEMITASSE CUP	61631			
CREAM SOUP CUP	61632			
SAUCER FOR CREAM SOUP CUP	61633			
CEREAL/FRUIT DISH	61634			
PLATTER - 15-1/4"	61635			
SOUP/PASTA PLATE	61636			
CHOP DISH (ROUND) 13"	61637			
SALAD BOWL (ROUND)	61638			
SAUCEBOAT (GRAVY BOAT)	61639			
VEGETABLE BOWL (OV AL)	61640			
SUGAR BOWL	61641			
COVER FOR SUGAR BOWL	61642			
CREAMER	61643			
BEVERAGE SERVER (COFFEE/TEA)	61644			
COVER FOR BEVERAGE SERVER	61645			

Certified Correct by: _____ Signature _____ Title _____ Date (mm-dd-yyyy) _____

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HOLLOWARE INVENTORY REPORT				
POST: _____		RESIDENCE: _____		BUILDING NO. _____ DATE (mm-dd-yyyy) _____
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF HOLLOWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
HOLLOWARE	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	FULL DESCRIPTION
HOLLOWARE	83500			
TRAY W/HANDLES	83501			
PLATTER (OVAL)	83502			
WINE COOLER	83503			
REVERBOW/LINER	83504			
CANDELABRA	83505			
COFFEE POT	83506			
TEAPOT	83507			
CREAMER	83508			
WASTE	83509			
KETTLE W/ BURNER	83510			
TRAY W/OUT HANDLES	83511			
WAITER W/HANDLES	83512			
BUFFET SERVER	83513			
WIRE BASKET	83514			
SALAD BOWL	83515			
SALT AND PEPPER SET	83516			
PITCHER - WATER	83517			
SUGAR BOWL	83518			
ICE TONGS	83519			
ICE BUCKET	83520			
FOOD WARMER	83521			
CASSEROLE DISH	83522			
TRAY (ROUND)	83523			
HURRICANE LAMP	83524			
SHADE FOR HURRICANE LAMP	83525			
CANDLE STICK	83526			
PUNCH BOWL	83527			
PUNCH LADLE	83528			
PLACE CARD HOLDER	83529			
BREAD TRAY	83530			
BUTTER DISH	83531			
CHAFING DISH	83532			
PYREX LINERS	83533			
RICE SPOON	83701			
CHEESE KNIFE	83702			
STORAGE CHEST (PLATWARE)				
ADDITIONAL HOLLOWARE ITEMS NOT LISTED ABOVE:				
Certified Correct by: _____		_____ Signature		_____ Title
				_____ Date (mm-dd-yyyy)

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KITCHEN UTENSILS INVENTORY REPORT				
POST: _____		RESIDENCE: _____		BUILDING NO. _____ DATE (mm-dd-yyyy) _____
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF KITCHEN UTENSILS IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
KITCHEN UTENSILS (Fig. 1)	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	FULL DESCRIPTION
KITCHEN UTENSILS	83000			
CUTTING BOARD	83101			
CAKE DECORATING SET	83102			
DREDGE/W/HANDLES	83103			
ROLLING PIN	83104			
FLOUR SIFTER	83105			
EGG SLICER	83106			
PASTY BRUSH	83107			
BOTTLE OPENER	83108			
GARLIC PRESS	83109			
CAN OPENER (MANUAL)	83110			
MEASURE	83111			
WIRE WHIP	83112			
STRAINER	83113			
SKIMMER	83114			
SPOON WOODEN	83115			
BOWL SPOON	83116			
TONGS, SPRING	83117			
LADLE	83119			
PLATE SCRAPER	83121			
ICE PICK	83123			
FOOD CHOPPER	83124			
FOOD MILL	83125			
PITCHER	83126			
TRASH CAN W/COVER	83127			
CORK SCREW, WINGED	83128			
ASH TRAY	83129			
COOK'S FORK, HEAVY	83130			
GRAPEFRUIT KNIFE	83131			
PAPER/CORER	83132			
MELON BALLER	83133			
ICE SERVER	83134			
PANCAKE TURNER	83135			
HAMBURGER TURNER	83136			
STEAK TURNER	83137			
FRY PAN, CAST IRON	83138			
FRY PAN COVER	83140			
MIXING BOWL	83141			

Certified Correct by: _____	Signature _____	Title _____	Date (mm-dd-yyyy) _____
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KITCHEN UTENSILS INVENTORY REPORT				
POST: _____		RESIDENCE: _____		BUILDING NO. _____ DATE (mm-dd-yyyy) _____
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF KITCHEN UTENSILS IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
KITCHEN UTENSILS (Pg. 2)	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	FULL DESCRIPTION
MIXING BOWL-3 QT.	83142			
MIXING BOWL-5 QT.	83143			
MIXING BOWL-8 QT.	83144			
MIXING BOWL-13 QT.	83145			
COLANDER	83146			
MUFFIN PAN	83147			
ME PAN	83148			
SAUCE PAN	83149			
BUN PAN	83150			
ROAST PAN	83151			
COVERED ROASTER	83152			
FUNNEL	83153			
OPEN ROASTER W/BROILER	83154			
INSERT FOR ROASTER	83155			
SPAGHETTI COOKER	83156			
CAKE PAN	83157			
DISH PAN	83158			
SAUTE PAN	83159			
STOCK POT W/COVER	83160			
FRY PAN	83161			
SAUCEPAN W/COVER-2 QT.	83162			
SAUCEPAN W/COVER-3 QT.	83163			
SAUCEPAN W/COVER-5 QT.	83164			
SAUCEPAN W/COVER-8 QT.	83165			
DOUBLE BOILER	83166			
PARING KNIFE	83167			
SLICER	83168			
BREAD KNIFE	83169			
BONING KNIFE	83170			
CHEF'S KNIFE	83171			
SHARPENING STEEL	83172			
TEA STRAINER	83173			
PERCOLATOR - NON-ELECTRIC	83174			
TUBE CAKE PAN	83175			
KNIFE SHARPENER	83176			
SAUTE PAN				
STEAMER				
OMULET PAN				
QUICHE PAN				
STOCK POT				
LODS				
DUTCH OVEN				
STEAMER				
TEA KETTLE				

Certified Correct by: _____	Signature _____	Title _____	Date (mm-dd-yyyy) _____
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KITCHEN UTENSILS INVENTORY REPORT

POST: _____
RESIDENCE: _____
BUILDING NO. _____
DATE (mm-dd-yyyy) _____

**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF KITCHEN UTENSILS IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."

KITCHEN UTENSILS (Pg. 3)	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	FULL DESCRIPTION
SPRING FORM PAN				
COOKIE SHEET				
PIZZA PAN				
WIRE COOKING RACK				
BREAD LOAF PAN				
SPOON, SLOTTED				
SPOON, PERFORATED				
MASHER				
SPAGHETTI MEASURE				
MEASURING SPOON SET				
PLATE SCRAPER				
TIMER				
MEAT TENDERIZER Mallet				
PIZZA CUTTER				
ICE CREAM SCOOP				
GARLIC PRESS				
<div style="text-align: center; margin-bottom: 10px;">ADDITIONAL KITCHEN UTENSIL ITEMS NOT LISTED ABOVE:</div>				

Certified Correct by: _____

Title

Date (mm-dd-yyyy)

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